



Steve Sisolak
Governor

STATE OF NEVADA
GOVERNOR'S OFFICE
ATHLETIC COMMISSION

Jeff Mullen
Executive Director

Chairman: Stephen J. Cloobek

Members: Staci Alonso, Christopher Ault, Anthony A. Marnell III, Jim Murren

**CHIEF ASSISTANT – ATHLETIC COMMISSION
FULL-TIME, UNCLASSIFIED POSITION
Open Competitive: Open Until Recruitment Need is Satisfied
Posted: March 9, 2022**

The Athletic Commission is seeking qualified applicants for the position of Chief Assistant. This is an unclassified full-time position within Nevada State Government.

Recruitment:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Athletic Commission, Executive Director.

Position Responsibilities:

The Chief Assistant reports to the Executive Director for the Athletic Commission located in Las Vegas. This position assists the Executive Director in the supervision and management of the Division. The Chief Assistant will be the day-to-day supervisor of the employees. Chief Assistant candidates must possess:

- Experience with the supervision and management of high-level events.
- Budget experience, including assisting in building the Division's budget, and oversight and tracking.
- Personnel experience, including management/supervision of employees.
- Good communication skills. Ability to meet with outside groups to discuss issues concerning athletic events, individuals, organizations and groups.

The Athletic Commission regulates all contests or exhibitions of professional unarmed combat (e.g., boxing, kickboxing and mixed martial arts (MMA) in Nevada, including, the licensure and supervision of promoters, boxers, mixed martial artists, kick boxers, seconds, ring officials, managers, ring announcers and matchmakers. The Athletic Commission administers the State laws and regulations (Nevada Revised Statutes, Chapter 467 and Nevada Administrative Code, Chapter 467) governing unarmed combat for the protection of the public and to ensure the health and safety of contestants.

The Athletic Commission is a Division under the Nevada Governor's Office.

Approximate Annual Salary Up To \$76,007 plus benefits * *Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*

Benefits:

The State of Nevada offers a wide array of benefits including a retirement system (PERS), paid health, vision, dental, life and disability insurance program; 11 paid holidays, and 3 weeks paid sick and annual leave. Other employee benefits such as a tax sheltered deferred compensation plan may be viewed at:

<http://nvjobs.nv.gov/Applicants/EB/>.

The Position:

The Chief Assistant reports to and assists the Executive Director with the daily operations of the Athletic Commission. The selected candidate must be able to plan, organize, direct staff, coordinate multiple activities and programs; establish objectives and goals; communicate effectively both orally and in writing; interpret and apply laws, statutes and regulations; maintain excellent relationships with governmental officials, agencies, stakeholders, the public and members of the media. Additionally, the incumbent must be able to work nights and weekends.

Additional Duties:

Additional duties for the Chief Assistant position include: attend events at the direction of the Executive Director, and perform at a supervisory capacity at weigh-ins, and events, and in the absence of the Executive Director; complete event bout approvals; oversee assignment of officials; enforce Statutes or regulations which may involve administering and collecting of fine pursuant to Statute; schedule officials, prepare event template of shows, review available officials with the Executive Director and determine the pay for officials for specific events; arrange for credentials for the Athletic Commission and sanctioning bodies; coordinate with promoters to arrange for and attend the

organizational meeting, press conference, weigh-in and first fight; supervision of contracted Chief Inspector to ensure appropriate training of all contracted inspectors; schedule seminars, conferences, and any other related training of the inspectors in support of the regulations of Unarmed Combat; handle all aspects of a Nevada State Athletic Commission TV reality series 2 or 3 times a year; accompany or represent the Executive Director at department and inter-agency meetings.

Minimum Qualifications:

Candidate must possess at least five years progressive experience in the supervision and/or managerial experience of employees, knowledge of state budget system, budget preparation and tracking and experience with personnel and human resource management. Bachelor's degree strongly preferred.

Location: Las Vegas, Nevada

To Apply: Submit a resume and cover letter expressing your interest and background, as well as three professional references, to:

Nevada State Athletic Commission
Attn: Frankie Mason
3300 W. Sahara Ave. Suite 450
Las Vegas, Nevada 89102

Or via email to: fmason@boxing.nv.gov with a copy to:
jmullen@boxing.nv.gov

In the subject line, please reference: **Chief Assistant – Athletic Commission**

In your cover letter, please indicate how you heard about this position. If you heard about this position through a website, please verify which website.

To apply digitally, uses the links below:

Internal Candidates:

<https://hcm20.ns2cloud.com/sf/jobreq?jobId=9010&company=SONHCM20>

External candidates:

<https://nv.jobs2web.com/job-invite/9010/>

Resumes will be accepted until the position has been filled.

The State of Nevada is an Equal Opportunity Employer.